

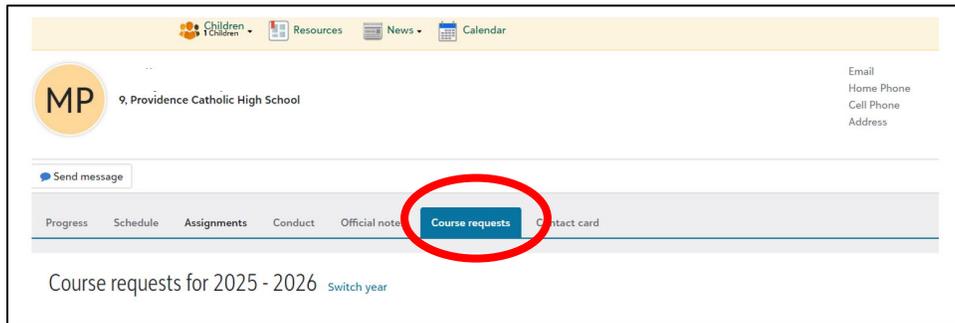
Approving your Student's Course Requests

1. Login to Blackbaud at <https://providencecatholic.myschoolapp.com>
2. Navigate to your student's record in upper left side of screen, below the green bar.

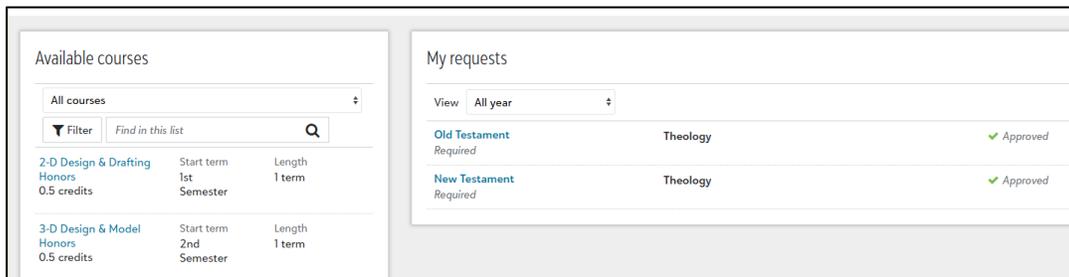


3. Viewing your student's course selections:

Click on the **Course Requests** tab.



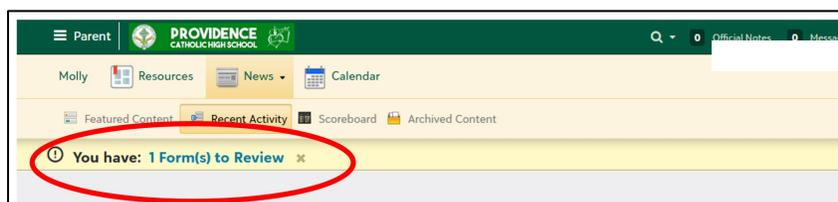
4. In the **My Requests** section, you can see the courses your student requested. This is a great time to discuss these choices with your student before going to the next step. If you make any changes, be sure that you **Save** them (bottom left corner).



5. Submitting Your Parent Approval

Once you have reviewed the requested courses, navigate back to your starting page. Here you will see a notice indicating you have 1 or more forms to review. Click/tap on that link.

(Note: You will eventually have a *Course Request Approval form for each current student; they will be published at different dates per the [course request timeline](#).*)



6. This will take you to your **Files & Forms** page.
Locate the **Course Request Approval** form and click/tap **Review**.

The screenshot shows a 'Files & Forms' interface. At the top right, there is a checkbox labeled 'Show completed forms'. Below this, there are two sections: 's files and forms' and 'Molly's files and forms'. Under 'Molly's files and forms', there is a table with the following information:

Acknowledgement/Permission	Copy of Course Request Approval Form for current G	Due: 2/26/25	Review
			Review

The 'Review' button is circled in red.

7. This will take you to the digital form.
Please read the information carefully and then digitally sign the form by typing in your name.
Click/tap **Submit**.

The screenshot shows a digital form titled 'Copy of Course Request Approval Form for current G'. At the top, there are two tabs: 'Student Course Requests Approval' (selected) and 'Confirmation'. Below the tabs, there are several input fields:

- First Name: Molly
- Last Name: [Empty]
- Current Grade: [Empty]
- Grad Year: [Empty]

Below the input fields, there is a section titled 'For students who have requested one or more AP Courses:' followed by explanatory text. Below this, there is a 'PARENT SIGNATURE:' section with the text: 'I have reviewed my student's course requests for the upcoming school year and approve.' Below this text, there are two input fields: 'Signature' and 'Date'. At the bottom left, there is a blue 'Submit' button circled in red.